



## POLICY

**Policy Type:** Library Services      **Policy Number:** 03-03  
**Policy Title:** Rules of Conduct and Trespass

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St. Thomas Public Library belongs to the community. We ask that all customers do their part in making the library an enjoyable space for all. This requires being considerate of one another and behaving in a manner that does not disrupt other customers or staff.

**Rules of conduct** help make sure that the library is a welcoming, comfortable, and safe place for everyone. Library staff do their best to apply these rules in a fair, dignified, and positive manner for the benefit of all, and will not tolerate behaviour that interferes with the rights of others.

### **General Rules:**

1. Any activity in violation of the federal or provincial law, municipal by-law or library policy will not be permitted.
2. Photographing, filming or video recording on library property must not be conducted without prior approval of the Library CEO and those being filmed.
3. Animals are not permitted in library buildings, except in authorized programs or when needed to assist a person with a disability.
4. Unauthorized consumption of alcohol is not permitted.
5. Use of, possession of, or impairment by, illegal substances will not be tolerated.

### **Respect for Each Other**

6. Threatening, abusive, harassing, or discriminatory language or behaviour is prohibited.
7. Disruptive, intrusive, or unsafe behaviour is not allowed.
8. Members of the public must wear shirts, shoes, and other appropriate attire.

### **Respect for Library Property**

9. Damage, misuse, or theft of library materials, equipment, and property is not allowed. Interfering with the designated use of computers and networks is also not allowed.
10. Eating and drinking on library property must be done in a respectful manner.

### **Code of Conduct - Virtual Environment**

During virtual programs and events, STPL facilitators and participants are bound by all applicable library policies, including STPL's Rules of Conduct and Trespass, and STPL's Social Media Policy.

STPL's rules of conduct are in place to ensure that the library environment - whether physical or virtual - is a welcoming, comfortable, and safe place for everyone. In both physical and virtual environments, library staff do their best to apply these rules in a fair, dignified, and positive manner for the benefit of all, and will not tolerate behaviour that interferes with the rights of others. As in our physical environment, if an individual violates any of STPL's rules of conduct, they will be removed from the library's virtual environment.

### **Unattended Children:**

While the library board welcomes children using its services, children are the responsibility of their parent or guardian at all times.

### **Reporting Child Abuse and Neglect:**

The entire staff of St. Thomas Public Library, as members of society, as members of the public, and as professionals who work with children, is obligated under the Ontario Child and Family Services Act to report suspicions of physical, emotional, and/or sexual abuse to children under the age of 16. The reporting must be done promptly and immediately by the individual who witnesses or suspects that a child has experienced harm or is at risk of being harmed.

### **Trespass Notice:**

Trespass notices are issued by the CEO/Chief Librarian on behalf of the Board and under the authority of the Public Libraries Act, R.S.O. 1990, c. P.44 and the Trespass to Property Act, R.S.O. 1990, c. T.21. The Public Libraries Act, s. 23 (4) (c) gives the Board the legal authority to make rules "for the exclusion from the library of persons who behave in a disruptive manner or cause damage to library property".

### **Enforcement of These Rules:**

In all cases, staff are fully authorized to determine whether an individual's actions are in violation of these rules. The individual will be asked to change the problem behaviour to conform to the rules. If such change is not evident or forthcoming, that individual will be asked to leave Library property. Failure to leave if asked may result in the police being called. In addition, any violation of the Rules of Conduct may result in cost-recovery charges, suspension of library privileges, exclusion from the library, and prosecution.

Staff are instructed to call the police immediately if they consider that a member of the public is breaking the law, or poses a real or potential threat to the safety and well-being of other users and/or library staff.

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